

ROLE PROFILE

Human Resources and Organisational Development



Role Profile					
Job Title	Commissioning Officer	Job No. (Office Use)	E7017	Grade (Office Use)	H
Directorate	People		Department	Joint Commissioning and Adult Social Care	
Division	Commissioning		Team		
Reports to (Job Title)	Commissioning Programme Manager		Competency Job Type (Office Use)	Professional	
Suitable for Job Share (Y/N)	Yes		If No state reason		
Location	Windsor House, required to travel across the City		Shift Pattern		
CRB check required	Enhanced				

Job Purpose	Responsible for working across a range of strategy and project groups to support the assessment of need, to work with finance staff and others to establish resources available and to coordinate, specify and monitor contracted services. Working with the Commissioning Programme Manager to develop detailed knowledge of “the market” and ensure that commissioning is undertaken to meet need, deliver outcomes and achieve value for money through the delivery of agreed projects.
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Decision Making	To ensure that contracted service are meeting standards and targets set out in the strategic plan. Posts holders will project manage and lead on various aspects within work areas spanning children, families and vulnerable adults across the City. . This will involve influencing partners to adopt new methodologies. Managing work streams within a project; gaining buy in from individuals and organisations, often involving a financial and resource aspect. The post holders will have delegated authority from the Commissioning Programme Manager to undertake and lead on various projects and will refer to the line manager for advice and guidance on legislative and wider political issues.
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Accountabilities	<p>The post holders will work on various projects, the responsibility of the role is not only to statistically plan, but also to implement and monitor. The following percentages can fluctuate depending on the stages of the projects:</p> <ul style="list-style-type: none"> • Undertake needs analysis within a strategic theme group and use to inform re-shaping strategy and service delivery (20%) • Joint commissioning is utilised to bring together funding streams (5% increasing)
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Not protectively marked

Plymouth City Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable people with disabilities to fulfil the criteria for, and undertake the duties of its' jobs.

	<ul style="list-style-type: none"> • Services are commissioned based on strategy and user participation in service design. Transparent processes using contestability are utilised to determine appropriate provider and value for money judgments (40%) • Undertake and document detailed market analysis (5%) • Encourage participation of people who use services and their families and carers through all aspects of the commissioning process (15%) • Support providers to access commissioning opportunities and be accountable for increasing the capacity of the market to respond (15%) • Contributory impact on approximately £7 million; this includes strategically planning spend, tendering out services to organisations, oversee service level agreements and monitoring and influencing future direction of spend • Undertake other duties appropriate to the grade of the post
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Demands	<p>Subject to work related pressure from managing a workload with equally competing priorities and multiple projects with competing deadlines. The post holder will have multiple projects to strategically plan, as well as monitoring existing projects. The role will require advance organisational skills to balance priorities.</p> <p>Will have exposure to emotive content within the role, for example when dealing with strategies that ensure the safeguarding of children the post holder will be exposed to case studies and current issues that could contain upsetting information.</p>
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Working Conditions	The job is office based, with requirement to travel across the City and sometimes beyond to fulfil the requirements of the role.
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree or equivalent related to Health, Social Care and Education • Knowledge and understanding of the transformation agenda in Health and Local Government relevant legislation and policy • Knowledge and experience of Contract Law • Knowledge of monitoring standards • Demonstrable knowledge and experience of current market for health and social care • Demonstrable knowledge and experience of strategic development and change management • Experience of partnership working with other agencies or independent sector groups • Demonstrable knowledge and experience of project management and continuous service improvement <p>Desirable</p> <ul style="list-style-type: none"> • Qualification in purchasing/contract provision • Driving license
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Skills and Technical Competencies	<ul style="list-style-type: none"> • Developed communication and interpersonal skills to produce and present well written strategies, contracts, procedures and reports. Liaise with partners and external suppliers to problem solve and provide effective support and challenge to encourage new ways of working. Promotes co-operation with external suppliers and partners such as health and police services to develop good working relationships and joint commissioning opportunities • Excellent negotiation skills and ability to express ideas and transmit information clearly in verbal and written format – including the formulation of bespoke reports
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	<ul style="list-style-type: none"> • Critically appraise current commissioning strategy in light of market and performance intelligence • Apply change management skills to understand how commissioning will the impact upon the care “market” and identify risks • ICT skills in a range of packages, including word processing, spreadsheets and databases • Creative skills required to formulate strategy from outline, guideline and non-descriptive legislation and build the infrastructure of policy and procedure • Forward planning for up to a year in advance on multiple projects such as planning spend, tendering out services, overseeing service level agreement, monitoring and influencing future direction of spend
Corporate Standards	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its’ policies and procedures. • Work within the requirements of the Councils’ Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.